



Mobile Phones, Cameras, Computers & Social Media Policy:

Mobile Phones

We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. In addition, in line with our safeguarding policy, we want to keep our children as safe as possible. This is why mobile phones are not to be used during work hours.

To protect and safeguard the children and all staff in their professional role, mobile phones and other similar equipment are to be stored securely in the office on arrival to nursery and signed in and out. Mobile phones can be collected at lunch time and then returned after. They must only be used in areas away from the children on designated lunch breaks. Under no circumstances are staff to use their own phones to contact parents.

It is the responsibility of the staff member to safeguard themselves by ensuring that there is no inappropriate or illegal material on their devices and by ensuring their mobile phone(s) is away in the office throughout the day (excluding lunch breaks). Management will not accept any liability if a safeguarding issue is raised regarding any use of a mobile phone. Random checks on mobile phones will be carried out to ensure this policy is being adhered to. Any staff member known or seen to be using a mobile phone will be disciplined.

Parents and visitors are asked to either turn their mobile phones off or not use them while in the nursery, collecting or dropping off children. Visitors are asked to leave their phones in the office.

During outings staff will use mobile phones belonging to the nursery. Photographs must not be taken of the children on any phones, either personal or nursery owned.

If staff need to contact a child's parent or emergency contact, whilst on an outing, they will phone the nursery that will make the necessary arrangements.

If any staff member has a family emergency or similar situation and needs to keep their mobile phone at hand, prior permission for this must be sought from the nursery manager and the mobile phone can be left on but must still be placed in the office.

In addition to this staff are not allowed, under any circumstances, to wear devices that can take pictures. If staff are found to be wearing these, they will be disciplined and action taken. Spontaneous checks will take place.

Cameras

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- Only take photos for use within Domi Domingo Ltd for displays and children's learning journals and we have prior written consent from parents to do this. We will not use the photographs for any other reason, such as newspaper articles, website or other advertising materials, without seeking further consent. Consent is obtained when each child is registered and we update it on a regular basis to ensure that this permission still stands. If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.
- Use only the child's first name with an image.
- Ensure that children are appropriately dressed. Under no circumstances will the cameras be allowed into the bathroom areas.
- We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

- Only take photos of children on the Domi Domingo Ltd camera or tablets which is stored and locked away: should its use be required then permission will be sought from the office manager and will be signed out when in use. Cameras will be checked upon return to the office to ensure it has been used appropriately.
- Ensure that if photographs or videos of children are to be taken in the setting, the setting's own equipment will be used. Under NO circumstances does anyone have the right to take photos of children on their personal mobile phones or cameras.
- Under no circumstances must technology be used to record images in the bathroom. If photos need to be taken in the bathroom (such as children washing their hands) the manager/deputy must be asked and the staff member must be supervised.
- Ensure parents and carers are not permitted to take photographs of the children in the setting unless prior consent has been obtained by the manager for example for a special event, such as a parties and shows.
- Gain individual permission for each child before events such as Christmas or leaving parties in order to produce group photographs to distribute to parents on request. This will ensure that all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.
- Ensure all cameras used are open to scrutiny.
- Not email images taken on the setting's camera, as it may not be secure.
- Download all photos/videos on to the Domi Domingo Ltd hardware and delete them after they are no longer required so it complies with Data Protection Act 1998 guidelines. Anyone wishing to view these will again have to seek permission.
- When doing group observations, only children's first initials will be used, rather than the full name to prevent unwanted people from identifying them.

Computers & Social Media Policy

The expansion of social media on the internet has transformed the ways in which we interact with each other and represent ourselves in fundamental ways.

However, it is important that employees are aware of the association with Domi Domingo Ltd in online social networks. Employees should ensure that their entire online content is consistent with nursery policies and procedures and how you would wish to be perceived in your work environment. It is important that employees do not discuss their place of work, work colleagues, managers, children or the children's parents/ carers.

If employees are asked to write, comment on, or respond to any content on the behalf of Domi Domingo Ltd the employee should obtain written permission from their manager, clearly stating the business justification for this approach.

Any form of personalised social media that is found to reveal confidential business information, attacks or abuses colleagues, constitutes a conflict of interest, or brings the nursery into disrepute will be investigated and the responsible employee may be subject to disciplinary action, up to and including dismissal.

Acceptable Internet/Use Policy

Use of the internet and email by identified employees of Domi Domingo Ltd is permitted and encouraged for business purposes and supporting the goals and objectives of the company.

The purpose of this policy is to outline the responsibilities of team members when using the internet or email. They must ensure that they:

- Comply with current legislation;
- Use the internet and email in an acceptable way;
- Do not create unnecessary risk to the company by their misuse of the internet.
- Permissions are gained and respected from all parents regarding sharing photos of their children on social media
- Only age appropriate software is used.

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The company respects a team member's right to a private life. However, the company must also ensure that confidentiality and its reputation are protected as well as ensuring other team members are not exposed to any form of discrimination or bullying; it therefore requires team members using social networking sites (outside of working hours) to:

- Refrain from identifying themselves as working for the company;
- Ensure that they do not conduct themselves in a way that is detrimental to the company and take care not to allow their interaction of these websites to damage working relationships between team members or parents/carers;
- Be aware that they could be subject to disciplinary action if it is felt by the company that behaviour displayed on social networking websites could form claims of discrimination or bullying or bring the company into disrepute.

The following is considered unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Distributing or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- Using the internet to send offensive or harassing material to other users;
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- Using a computer to commit any form of fraud or software, file or music piracy;
- Publishing defamatory and/or knowingly false material about Domi Domingo Ltd, your colleagues and/or our customers on social networking sites, 'blogs' and any online publishing format;

- Undertaking deliberate activities that waste staff effort or resources;
- Use of company communications systems to set up personal businesses or send chain letters;
- Inviting parents/carers or students to contact them via social media at anytime.

Domi Domingo Ltd accepts that the use of the internet and email is a valuable business tool. However, misuse of this facility can have a negative impact on employee productivity and the reputation of the business.

All of the company's internet related resources are provided for business purposes. The company maintains the right to monitor the volume of internet and network use together with the internet sites visited. The specific content of any internet sites visited will not be monitored unless there is a suspicion of improper use.

Any unacceptable use of the internet or email could result in disciplinary action.

Safety procedures

Devices that are used in Nursery that can access the internet consist of the following:

Laptops, tablets, table top tablets.

These devices are checked on a regular basis to observe the history of sites visited.

- All devices are locked with a password, so in the event of a theft, information would not be available.
- Every member of staff has a pin for Tapestry that they use on the devices in Nursery. They need to be signed in by a senior member of staff. Staff cannot access Tapestry at home.
- Our Facebook page and Instagram account are regularly reviewed to monitor who is accessing/liking our posts.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publicly or privately information about any

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child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

Staff access training at least annually, and any further relevant information is shared through emails.

E-Safety for Children Policy:

Domi Domingo Ltd is committed to keeping children safe at nursery. All staff undertake online/e safety training and receive updates where relevant. This includes during internet based activities. The internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

We take part in E-safety campaigns and activities where relevant to our children.

It is important for children to learn from an early age to be safe when using the internet and the nursery can play a vital part in starting this process. In line with other nursery policies that protect children from other dangers, there is also a requirement to provide children with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks.

The following steps will be taken to ensure that children remain safe when using the internet at nursery:

- Activities will be carefully planned and targeted to suit the children's age and understanding and will only be for educational purposes.
- When planning the internet activities, the planned websites content will be thoroughly checked and its suitability assessed.
- Staff will supervise children's internet usage to ensure that they are only using the websites that are part of the planned activity. Child friendly search engines such as 'Kidnex' will be used where possible.
- Appropriate filters and pop-up blockers will be in place to reduce the risk of children accessing websites that contain inappropriate information or materials.
- Children are taught to know to ask for help if they do come across any material that they are uncomfortable with or that is not part of their planned activity.
- If any unsuitable sites have been accessed by children this must be reported to management responsible for applying filters so that they can review the filters that are in place. We have filters in place that are in line with the advice from the UK safer Internet Centre.

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- Children will not have access to emails or social media.
- We make parents/carers aware of our policy in relation to E-safety. If they have any concerns regarding internet usage in the nursery they should follow the complaints procedure.
- Relevant up to date information is shared on the staff and parents noticeboard regarding updates on safety for under fives.

Tapestry Policy:

Policy statement

At Domi Domingo we provide all children with an 'online learning journal' through the platform of 'Tapestry'. This records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the pre-school through to when they leave to attend Primary School (or for any other reasons if before this time).

Procedures

At Domi Domingo we use the secure online system, Tapestry, which allows staff and parents to access the information via a personal password protected login. Each child is allocated a key person who is responsible for their development and the compilation of their learning journals, however, all staff are able to capture observations for each other's key children. Parents logging into the system are only able to see their child(ren)'s learning journal. Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos. Any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.

Staff will only try to get the child who is being observed in the observation.

Before accessing the system, parents have to sign and agree not to download or share any information on any other online platforms or social networking sites (such as Facebook).

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Whilst Tapestry provides a fantastic tool for sharing information between the pre-school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time. Observations are regularly monitored by the managing staff to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff will log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff will not share log in or password details with any person not employed by Domi Domingo.
- Staff will not share any information or photographs relating to children with any person not employed by Domi Domingo.
- Staff will take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
 - Staff will not access Tapestry outside of the setting. All entries on Tapestry must be appropriate.
 - All entries on Tapestry remain the property of Domi Domingo.
 - At all times staff must comply with Child Protection policies and Computer safe use policies.
 - All devices will be placed in a safe place at the end of each day.

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